

United States Bankruptcy Court - District of South Carolina

CM/ECF CERTIFICATION QUESTIONNAIRE FOR ATTORNEY/TRUSTEE FILERS

Please complete the following information before submitting your exam to the court.

Name: _____

Email Address: _____

Mailing Address: _____

Telephone: _____

District Court ID: _____

I, _____, certify that I have reviewed the Guidelines for the Filing of Documents and the S. C. Local Bankruptcy Rules in addition to completing the on-line training requirements to acquire a login and password to electronically file in the US Bankruptcy Court, District of South Carolina.

Signature of Participant

Date

PART I - QUESTIONS

1. In order to attach a document to your entry in CM/ECF, the document must be in what format?

☐ A. Word
☐ B. WordPerfect
☐ C. PDF
☐ D. On a diskette
2. When filing a pleading, you need to attach the document image to the entry. How do you do this?

☐ A. As an email attachment
☐ B. Mail a copy to the court.
☐ C. At the browse screen as a PDF document
☐ D. All of the above
3. Before attaching the document to the docket entry, you should double check that the document you are about to attach is the correct document by:

☐ A. Right clicking on the document then left clicking on open
☐ B. A single left click on the document to view
☐ C. Double clicking the left mouse button on the file name
☐ D. None of the above, you cannot view the document before attaching
4. It is the first time you are filing a document for a party in an existing case. How do you create the association between you and the party in the case?

☐ A. You do not need to - it is automatically created
☐ B. Check the box to create the association
☐ C. Add yourself as a party
☐ D. None of the above.
5. If the Notice of Electronic Filing (NEF) is not printed at the time of filing, how can it be accessed at a later time?

☐ A. Run History/documents (through query), then Display docket text
☐ B. Run Related Transactions (through query)
☐ C. Run the docket report (through query) and check "links to the NEF"
☐ D. It can not be printed at a later time

6. If you realize that there is an error on the Final Docket Text screen, how do you correct it before submitting that final docket text?
- ☐ A. Log off and try again
 - ☐ B. Click the “back” button one or more times to find and correct the error
 - ☐ C. Fix the error on the docket text screen
 - ☐ D. Don’t worry about it, the clerk’s staff will make the correction
7. A “Calendar Removal Request” should accompany any document being filed within how many days of a hearing in which the document removes the hearing from the calendar?
- ☐ A. 14
 - ☐ B. 5
 - ☐ C. 10
 - ☐ D. 20
8. When submitting a proposed order, the first page should be:
- ☐ A. The “Order Processing Template” prescribed by the court
 - ☐ B. The body of the order
 - ☐ C. A fax cover sheet
 - ☐ D. None of the above
9. Which of the following are acceptable ways of affixing a signature to an electronic document?
- ☐ A. Typing /s/ and the name of the person signing the document
 - ☐ B. Scanning the original document containing the original signature
 - ☐ C. Inserting an electronic image of the original signature
 - ☐ D. All of the above
10. When scanning a document, the scanner should be set to scan at which setting?
- ☐ A. Greyscale, 200-300 dpi
 - ☐ B. Black and white only, 150-600 dpi
 - ☐ C. Black and white only, 200-300 dpi
 - ☐ D. Full color, 1200 dpi

PART II - INSTRUCTIONS

You must submit the following items to the court for review before a password and login will be assigned:

1. A signed and completed copy of this questionnaire.
2. The case number(s) and document number(s) of each on-line training submission. List case(s) and document number(s) here:

3. The original signed and completed Registration Form.

Choose One

Mail this form to:

U.S. Bankruptcy Court
ATTN: Systems ECF Registration
1100 Laurel Street
Columbia SC 29201-2423

Fax this form to:

ATTN: Systems ECF Registration
(803) 253-3368

E-mail this form to:

ecf_registration@scb.uscourts.gov